



Bike to Work Day 2022 Station Organizer Agreement

To register your breakfast station click [here](#):

The City of Colorado Springs invites your company/organization to participate as a breakfast station provider for the 2022 “Bike to Work Day” event on June 22, 2022. This event features breakfast stations along popular routes designed to capture riders as they commute to work. Riders may stop at one or more stations along their commute. Stations serve to foster community as riders commute to work while providing a quick breakfast. Stations can also offer a fun atmosphere for riders to enjoy. Your participation as a breakfast station organizer will serve to encourage people to ride bicycles for transportation.

I _____ of _____ want to serve as a breakfast station provider for the 2022 Bike to Work Day event on June 22, 2022. My company and I agree to:

- Make available food and beverage for 100* people **free of charge** and track the number of people who stop at my location using the provided tally sheet. **This is a fairly new structure for Bike to Work Day here in the Springs, and we can't predict the exact levels of participation and we want to make sure that everyone has a good time. Knowing that number of participants a breakfast station will host may vary significantly, but we ask that you be prepared to host at least 100 people. It may be helpful to have some boxes of granola bars handy in case you run low so that you don't have to turn riders away empty-handed.*
- Provide:
 - a table or other display space for refreshments that is located at a convenient location separate from any for-sale food/merchandise.
 - staff or volunteers to help distribute refreshments and greet bicycle commuters
 - a coupon offering a discount or free service from my establishment (optional).
- Offer complete unrestricted public access to any member of the public who rides a bike there.
- Provide bicycle parking, bikes cannot be left on public right-of-way
- Display a Bike to Work Day banner or other banners that include the language “Bike to Work Day Station”
- Have my station set up by 6:00 a.m. and keep my station open until 9:00 a.m. on Bike to Work Day

- Gain approval through the City of Colorado Springs Communications Office to use Colorado Springs logo on any promotional materials.
- Notify the City if I plan to partner with any other businesses to help sponsor my breakfast location.
- Abide by all applicable laws and regulations.

If breakfast location is located on the trail system or at an event sanctioned location I also agree to the following:

- Subject to site approval by the City, locate my station such that public right-of-way access (sidewalks, streets, trails, etc.) is maintained pursuant to all applicable laws
- Leave my breakfast site location as I found it by packing out everything that I brought in
- Police my breakfast area to be sure all trash has been properly placed in trash bags/receptacles
- Not sell any food or merchandise.

The City of Colorado Springs will provide:

- Overall promotion of Bike to Work Day and promotion of your business and station location on the Bike to Work Day event map, in a news release, social media and email blast.
- Provide Bike to Work Day graphics for web/social and print-ready materials that you can use to promote your station. Print ready materials may include: breakfast station and event posters, social media kit, etc.
- A minimum of 2 trail signs announcing pit stop location to bicycle commuters
- Guidance and best practices to encourage riders to visit your station through the Station Organizer Toolkit.

Bike to Work Day is a City-sponsored public event. The City of Colorado Springs does not endorse your organization or support charging fees to Bike to Work Day participants or any exhibitors who may participate in your station.

Company Representative

Date